

**Iowa Department of Natural Resources
Natural Resources Commission**

ITEM

17

DECISION

TOPIC

Contract – Sigler Printing and Publishing, Inc.
for Printing/Mailing of Surveys

The Department requests Commission approval of a contract with Sigler Printing and Publishing, Inc. of Ames, Iowa, for printing and mailing of surveys. The contract provides for a payment not to exceed \$16,938.14 for three years of scheduled survey, consisting of 26,250 mail pieces annually. The contract also allows for up to 100,000 unscheduled surveys to be developed, printed, and mailed in the three year term at rates not to exceed those in the attached Appendix 2- rates for unscheduled surveys. The maximum prices for this contract for these unscheduled surveys are: Year 1 – 25,580; Year 2 - 26,370; Year 3 - 27,185.

This contract includes all printing, sorting, mail preparation, and delivery to the post office. The Wildlife Bureau believes that it is very important to include unscheduled surveys into this contract because past history has indicated a need to acquire data from constituents within a very limited timeframe. Over the past few years, the amount of time required by following standard purchasing guidelines has limited the use of surveys as a method to gather data.

Much of the money for this contract will come from Pittman-Robertson federal cost share monies.

This contractor was chosen through a competitive RFP process whereby vendors were asked to provide cost estimates for both scheduled and unscheduled surveys, the latter of which were priced on a volume basis. Sigler Printing and Publishing had the lowest bid for both scheduled and unscheduled surveys, and the quality of their work over the past eight years has been excellent.

Ken Herring, Administrator
Conservation Recreation Division

October 11, 2007

Attachment: Appendix 2 – rates for unscheduled surveys